

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2255 **TITLE:** ADMINISTRATIVE ASSISTANT I **GRADE:** S-09

DEFINITION:

This level is characterized by the procedural nature of tasks assigned, detail of instructions or restrictiveness of guidelines provided, or confinement to accepted methods and procedures indicated by tasks assigned. Repetitive, routine, or standardized tasks are performed with little or no supervision, once learned.

At this level, the following factors should be considered:

- Assignments entail specific tasks, unrelated but each complete in itself, or a series of steps which are normally repetitive and in a prescribed sequence.
- Specific instructions are provided regarding tasks to be performed, sources to be used, and products desired. Non-routine work is reviewed.
- Guidelines provided are oral or written instructions or established procedures; and they are few in number or sources, detailed, specific, directly applicable and readily available. No originality is required.
- Incumbents are responsible for completion of assigned tasks in accordance with guides and/or instructions.
- May require use of office or corporate system(s).

ILLUSTRATIVE DUTIES:

General Financial Duties

- Posts items to accounts;
- Prepares vouchers.

Fiscal Administration

- Maintains files;
- Distributes reports;
- Performs simple data entry into internal agency system.

Accounting

- Posts ledgers;
- Prepares routine forms.

Purchasing

- Inventories, receives, and shelves routine supplies;
- Reviews invoices/packing slips to ensure shipment is correct.

Scheduling & Coordinating for others

- Schedules rooms, meetings and/or tours.

Communication

- Produces and/or hand distributes simple documents (e.g., flyers).

General Administrative

- Performs routine, simple filing and non-critical copying;
- Collates documents;
- Distributes mail.

Receptionist/Public Contact

- Refers calls;
- Greets visitors;
- Gives standard information in response to phone or in-person inquiries.

Information Systems/Software

- Performs simple data entry into single screen.

Personnel

- Files non-critical records;
- Photocopies non-critical items.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Job knowledge is obtained on the job.

Information Abilities

- Process simple data.

Interpersonal Abilities

- Establish and maintain effective working relationships with both external and internal contacts.
- Basic keyboarding skills may be required for some positions.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Education

- High School

Experience

- None

ESTABLISHED: June 21, 2001